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*Meetings  
(minutes)*

MINUTES

DD/S STAFF MEETING


22 September 1970



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2. Reports Survey Task Force

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 reported on the Directorate activity concerning the government-wide requirement for Inventory and Analyses of Reporting in Government.

The Agency will submit a minimum response but will accomplish a serious internal review, concentrating on Administrative/Management Reports.

The exercise is divided into two parts:

Phase I: The Inventory and setting of Reduction/Savings goals. The reporting deadline on this is 30 October 1970.

Phase II: Evaluation/Justification on each report - to include elimination, consolidation, reduction of copies, etc.

First report on this Phase is due 30 September 1971 and each year thereafter on accomplishments and continuing progress.

The DD/S has responsibility for all reports produced by the Directorate Offices. Other Directorates are responsible only for their internal reports.

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The DD/S Task Force, chaired by [ ] with representation from each Office, has met three times to date. The SIPS program has helped the Task Force to a good start on computer-produced reports - of which there are 1,000. [ ] mentioned that there are 628 reports in the Personnel system alone.

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### 3. Status of Funding for FY-71

The blackboard showed figures for each Office's obligations expressed as percentages of the 1971 Office Budget and the Office Allotment (with [ ] held back).

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As of 31 August 1970 (16-2/3% of year) the total DD/S obligations are 16.2% of budget, 16.8% of allotment.

### 4. Headquarters Building Visit

The last of the DD/S visits is Saturday, 3 October at 10:30 hours.

### 5. Security Violations -August 1970

3 violations: 2-O/C, 1-O/P.

August 1969 figure was 8.

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### 6. [ ] Task Force

The Task Force studied the question of a move [ ] [ ] Mr. Bannerman received a good briefing last Monday. Their written report is a good one. The net effect: the current investment at [ ] plus construction needs [ ] to accommodate a move, are of such proportions that transfer [ ] is not warranted. The report points out that there is a large volume of traffic in contractors [ ]

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### 7. [ ]

Funds have been cut in half. There is not enough to keep it going. To keep it, the Director wants to be shown that it is necessary to do so. The DD/S stated that he will use the [ ] Task Force as basis for a briefing of the Director which will also cover [ ]

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[ ] is the DD/S coordinator for these briefings which will take place about the end of October.

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8. Automated Budget Control

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[ ] deserves a lot of credit for the fine job he has done on this system. He briefed Mr. Bannerman on the system which saves a tremendous amount of man hours. Flexibility has not been sacrificed for automation.

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[ ] will brief the Executive Director and Director, OPPB.

9. Around the Table

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a. [ ]

Spoke on the crisis in SEA and the Middle East, the President's EUR trip and the drain on the resources of his office. He spoke highly on the dedication of his people.

b. Mr. Osborn

[ ]

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. Last Monday's Badge Check

Successful, but the rear gate does begin to back up on the Parkway about 0810 - 0820. There were two turn-arounds, one of which was diplomatic plates assigned to the Czech embassy.

c. Dr. Tietjen

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[ ] got the first flu shot. The second one will be given in November.

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d. [ ]

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[ ] has recently lifted all restriction on shipment of foreign vehicles.

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e. [ ]

. Filming the FMSAC speakers at the Mid-Career Course.

. Government Executive Management Science Seminar. The reaction to the course is mixed. The CS has said it is not a good one for them. Rod feels

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there is probably too much "Computer" in it. The cost is \$330/man. It is probably a good course - but only for a few.

.Assistant Secretary of Defense Froelke will speak to the AIS in October.

.In conjunction with Agriculture, we are putting on courses in Writing, Listening, and Reading. OTR hopes to run such courses on its own.

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[ ] is working on history of U.S. Intelligence.

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[ ] feels that the FEI is a good experience. He doesn't think that the Agency film was very effective in its showing to the FEI class.

.BNDD will give talks in our auditorium in October on drugs.

[ ]  
Support Operations Staff/DD/S

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Distribution:

Orig - DD/S Subject  
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